

Job Opportunity Bulletin

Post Date: May 15, 2017

OFFICE TECHNICIAN (TYPING)

Salary Range: A - \$2,809 – \$3,515

Permanent, Full-Time

FINAL FILING DATE: May 31, 2017

JOIN THE DDS TEAM!

For information about the

DEPARTMENT OF DEVELOPMENTAL SERVICES

Please visit our website:

www.dds.ca.gov

The California Department of Developmental Services (DDS) currently has an outstanding opportunity for a strong candidate seeking a position as an Office Technician (Typing) (OT) in the DDS' Office of Protective Services (OPS). The incumbent provides clerical support and performs a variety of complex office functions for OPS, this includes investigators, peace officers, and support staff located at the Developmental Centers, Community Facilities and Headquarters Office.

OPS is a Law Enforcement Agency. This position will include an extensive background check, which includes interviews of employment and personal references, FBI, California DOJ and DMV clearances. The successful applicant must complete this process before appointment.

For complete duties, please see duty statement on following pages.

Please refer:

Position #: **506-071-1139-001**

Mail your application:

Dept. of Developmental Services
1600 Ninth Street, MS-Q
Sacramento, CA 95814
Attention: Cari Paganini

All applications will be screened and only the most qualified will be interviewed.

Desirable Qualifications, Knowledge, Skills and Abilities:

- ❖ Knowledge of multi-line telephones;
- ❖ Ability to deal with multiple tasks, changing priorities and to coordinate concurrent assignments efficiently and independently to meet deadlines;
- ❖ Proficiency computer skills in Microsoft Outlook, Word and Excel;
- ❖ Maintain consistent and regular attendance;
- ❖ Must be dependable, punctual and flexible.

ADDITIONAL INFORMATION:

If you are ready to be a part of our DDS team, please submit an original signed State application (STD.678) by the final file date. Please include the **basis of your eligibility** (i.e.; list eligibility or transfer must meet the minimum qualifications (MQs) of this classification and **position #506-071-1139-001**.

If you are using list eligibility from an on-line exam to qualify for this position, you **must** include it with your application (i.e. copy of transcript, degree, license, etc.) to verify meeting the minimum qualifications (MQs). The MQs will be verified prior to interview and appointment. If it is determined that an applicant does not meet the MQs of the classification, the applicant will not be considered and may be withheld from CalHR's eligible list.

CONTACT INFORMATION

Name: Cari Paganini

Number: (916) 322-9094

Email: cari.paganini@dds.ca.gov



"Building Partnerships, Supporting Choices"

DEPARTMENT OF DEVELOPMENTAL SERVICES

1600 9th Street, MS-Q
Sacramento, CA 95814

DUTY STATEMENT

DS 3022 (1/2015)

**STATE OF CALIFORNIA
DEPARTMENT OF DEVELOPMENTAL SERVICES
OFFICE OF PROTECTIVE SERVICES
PROFESSIONAL STANDARDS BRANCH**

DUTY STATEMENT

JOB TITLE: OFFICE TECHNICIAN**POSITION #:** 507-562-1139-002

The Office of Protective Services (OPS) is a Law Enforcement Agency. In order for an applicant to be successfully appointed to this position, a background check must be performed, which includes interviews of employment and personal references; and FBI, California DOJ and DMV clearance(s). The successful applicant must complete a notarized waiver for access to their personal records.

POSITION DESCRIPTION: Under general direction of the Staff Services Manager I (SSM I), the Office Technician (OT) provides clerical and secretarial support and performs a variety of complex office functions for the Office of Protective Services (OPS). This includes supporting investigators, peace officers, and support staff at the three (3) state developmental centers (DC), one community facility (CF) and the headquarters (HQ) office.

The OT is responsible for maintaining multiple database systems; providing clerical and administrative support to the Family Home Agency (FHA) program and executing tasks associated with criminal history record background checks. Other tasks include responding to correspondence; accessing criminal history systems for background investigations for peace officers; maintaining the investigation case logs; answering telephones; maintaining monthly attendance reports; ordering office supplies; purchasing required equipment for OPS personnel; and maintaining the photo identification system. The OT will provide clerical support to OPS managers including preparing correspondence; organizing and maintaining calendars; scheduling meetings and conference rooms; and performing other duties as required.

SUPERVISION EXERCISED: None**SUPERVISION RECEIVED:** Under general direction of the SSM I, OPS**EXAMPLES OF DUTIES**Essential Job Functions

40% Screens and directs a variety of incoming telephone calls; greets and assists visitors; responds to requests from OPS staff at the DC/CF; provides information in response to inquiries and requests for information; sorts and distributes incoming mail; processes monthly attendance for assigned staff; maintains phone rosters; and maintains calendars for OPS managers. Performs general office duties including but not limited to filing, photocopying, scanning, faxing and records management; and processing purchase orders for necessary supplies and equipment.

30% Maintains database systems; logs and tracks all applications for the Family Home Agency (FHA) program; review DOJ criminal history reports. Assists in document preparation for records requests to courts and other law enforcement agencies for Criminal Offender Record Information (CORI).

10% Provides documentation associated with investigation cases and ensures completed investigations are correctly filed; disposes of documents as required by law; maintains confidentiality of investigation files. Assists with typing, editing, and proofreading correspondence, job opportunity bulletins, and other related documents, from handwritten drafts to final drafts.

10% Tracks controlled correspondence assignments and legislative bill analyses; drafts routine letters.

10% Tracks and reports monthly mileage for all OPS fleet vehicles utilizing various databases; maintains spreadsheets and processes invoices for goods and services received; acts as liaison for Information Technology Division (ITD) and other duties as assigned.

WORKING CONDITIONS

Open-spaced partitioned offices in a smoke-free environment.

DESIRABLE QUALIFICATIONS

The incumbent will have a general knowledge of policies, laws and rules as they relate to OPS operations. Must have strong computer skills and knowledge of applications included in Microsoft Office Suite and other applications and databases. Must have the ability to maintain positive relationships with a variety of personnel within the Department of Developmental Services, as well as other state departments. Must be able to maintain confidentiality due to the nature of the workload.

ADMINISTRATIVE RESPONSIBILITY

The OT must have good attendance and be aware of deadlines and frequency of tasks without constant direction or supervision. Must be responsible for working within the expected periods and other mandated requirements.

OTHER INFORMATION

Normal work hours are 8:00 am to 5:00 pm, Monday through Friday. Some overtime may be required on an emergency basis with prior approval.

CERTIFICATION OR LICENSE: None